

Executive Registry

5-4755

APR 21 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: CIA Classification Control Program

1. The attached proposal (Tab A) from the Assistant Director for Collection and Dissemination has been coordinated with the Assistant Director for Personnel, the Director of Security, and the Chief, Budget Division.

2. Office of Collection and Dissemination requests an increase in T/O by one position, assigned from the Director's reserve, to create the position of CIA Classification Control Officer. Most of the work involved has not heretofore been done, and therefore represents an added burden to the Agency. The position would carry the dual responsibility of implementing the classification control program directed by Executive Order 10501 and the CIA Top Secret control program. The Security Office would provide policy guidance as appropriate, and advice and assistance in the conduct of training and inspection programs.

3. The Assistant Director for Personnel recommends in the establishment of the position of CIA Classification Control Officer at the GS-14 level in lieu of GS-15 as requested (See Tab B). OCD has concurred in this change. The Chief, Budget Division states that funds for the position can be made available by adjustment of OCD allowances (See Tab C).

4. It is recommended:

a. That the position of CIA Classification Control Officer, GS-14, be established in the Office of the Assistant Director for Collection and Dissemination;

b. That the OCD T/O and ceiling be increased by one position and that you sign and dispatch the memorandum attached as Tab D in order to obtain the Director's approval for withdrawal of one ceiling position from his reserve.



Chief, Management Staff

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6/1/54


ATTACHMENTS:

- Tab A - Proposal
- Tab B - Recommendation of AD/P
- Tab C - Comment of Chief, Budget Div.
- Tab D - Memo fr ADD/A dtd 19 April 1954

APPROVED

Date: 2 June 57

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L. K. WHITE
Deputy Director
(Administration)

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